



501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601
PERSONNEL.KY.GOV

DEI Memo 19-06

TO: Insurance Coordinators and Human Resource Generalists
FROM: Department of Employee Insurance
RE: New Life Insurance Enrollment/Beneficiary Form
DATE: April 11, 2019

We continuously look for ways to improve processes for our agencies and members. One thing we look for is common errors/oversights. We find that more times than not, members will complete an enrollment application for life insurance but fail to complete the designation of beneficiary form. In hopes to alleviate that oversight, we have a new combination form that combines the enrollment application and the designation of beneficiary forms into one easy to use document.

The new form is posted online and attached to this email. Please start using the new form and discard any of the old forms you have printed. **After April 15, any documents we receive on the old form will be returned to the agency IC/HRG.** *All forms submitted for any of our benefit offerings must be the most current version that is posted on our website.*

As a reminder, all new hires should be encouraged to enroll in their new benefits online via KHRIS ESS. If an employee submits a paper application, please enter the information into KHRIS and keep the original in the employee's personnel file. We **do not** need the paper application once you enter their elections into KHRIS.

An overall general reminder: It is always best practice for new hires to enroll in their benefits (health, life, FSA, dental, and vision), in addition to designating a beneficiary, online via KHRIS ESS. This lessens your workload, our workload, and puts the responsibility on the members to elect the benefits they desire.